

Loan Payoff Amount Clarification

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Re: Loan Payoff Amount for Refinancing

Dear [Lender's Name or Loan Officer's Name],

I hope this message finds you well. I am writing to request clarification regarding the total loan payoff amount for my account, which I intend to refinance.

My loan details are as follows:

- Loan Account Number: [Insert Account Number]
- Loan Type: [Insert Loan Type]
- Original Loan Amount: [Insert Amount]

As I am in the process of securing a new loan, I would appreciate it if you could provide a detailed breakdown of the total payoff amount, including any fees or penalties that may apply. Additionally, please advise on any necessary actions I should take to ensure a smooth payoff process.

Thank you for your prompt attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]